



Embassy of the United States of America

Panama, Republic of Panama

June 10, 2010

Dear Prospective Offeror:

SUBJECT: Minutes from the site-visit of *Tuesday, June 8, 2010, at the Utility building, located in the New Embassy Compound (NEC).*
Solicitation Number SPM070-10-Q-0034 – Canopy/roof for the Utility Bldg

Introduction

All attendees were welcomed and the US Embassy representatives were introduced: the Contracting Officer (CO), Scott Bowers, the Contracting Officer Representative (COR), Elias Cartin, the Procurement Representative, Malena Dawson and Nadia Casira.

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted:

- Solicitation Due Date and Time:
 - 11:00a.m., Tuesday, June 15, 2010.
 - No proposals will be considered that do not meet the deadline.
- Instructions, Conditions and Notices to Offerors:
 - Submission of quotations
 - VOLUME I (*signed* SF18 and attachment 2 “Breakdown of proposal price by divisions of specifications)
 - VOLUME II (Performance schedule in the form of a “bar chart” and Business Management/Technical Proposal)
 - Section L (L.1. Tax payer info, L.4. Authorized Contract Administrator, L.5. Covered Contractors Employees)
- Evaluation Factors for Award:
 - Lowest priced, technically acceptable, responsible offeror (Refer to Section K – page 22).

Questions and Answers

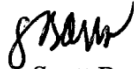
Attached as an enclosure to these minutes are the questions asked and the Government's responses.

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Conclusion

The Site-Visit concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Bowers", is positioned above the printed name.

Scott Bowers
Contracting Officer

Enclosures: Questions and Answers